

Louisiana Department of Transportation and Development

Human Resources Newsletter

September 2006

HR Staffing Announcements:

- HR bids farewell to Ranzy Montet and Tiffani Hawkins, both of whom have been valuable members of the HR team. Ranzy most recently served as manager of the Employee Relations Unit, and Tiffani as HR Analyst in Operations. Both have accepted positions at the Department of Civil Service. They'll be sorely missed, but we wish them much success in their new roles!
- HR warmly welcomes its newest member, Melicia Lemoine, who's been appointed to replace recently retired, Carol Zumbro, in the Operations Unit. We're delighted to have Melicia join our staff!

Frequently Asked Questions Please visit our recently updated FAQs located on the Main Menu of this website. To assist users, these have been reorganized by subject rather than related PPM and now allow for a quick search of topics in alpha order.

Proposed Revisions To PPR Form Members of the PPR Appraisal Team #20, several DOTD supervisors and various HR reps were selected to participate in a PPR Pilot Program conducted by Civil Service. CS is gathering feedback from DOTD and other agencies on the proposed re-designed PPR Form. Please [click here](#) to access this form.

Governmental Ethics Training At District Offices Beginning this month and continuing throughout the fall, a special round of training in Governmental Ethics will be presented on-site to district employees. Melissa McConnell, Louisiana Board of Ethics attorney, will cover the most asked about issues concerning the Code of Governmental Ethics. District employees who have questions about the training schedule should contact their respective training coordinator.

Special Events

September 4	Labor Day Holiday				
September 13	Civil Service Commission Meeting				
September 14	Career Day - Veterans Unit, Baton Rouge Career/Job Center				
September 20	Standing Committee on Human Resources (SCHR) Meeting				
	Southern University Career Day				
September 27	University of Louisiana at Lafayette Career Day				
September 29	Louisiana				

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Employee Relations Unit Update

DOTD's Employee Recognition Program Responsibility for this program has shifted within the HR Section from the Personnel Management Unit to Employee Relations. Any questions/comments about employee recognition may therefore be directed to Beth Segura at (225) 379-1241 or BethSegura@dotd.louisiana.gov. Please remember that this program provides recognition to outstanding employees in the form of monetary and non-monetary awards. Nominations are accepted on a quarterly and yearly basis and recipients are also recognized in a formal awards ceremony. The following special awards are also granted through this program:

- Secretary's Award of Excellence
- Secretary's Award for Innovation
- "Thinking out of the Box"
- Safety Related Awards
- Special Training/Certification



Curious? [Click Here](#)

Nominations for the next quarter ending September 30 should be submitted no later than close of business Friday, October 6, 2006. Nomination forms are available as downloads on this website.

Compensation Unit Update

Proposed TS Schedule Adjustment As you may know, the Civil Service Commission approved the proposed structural adjustment to the Scientific/Technical (TS) schedule at its August meeting. This adjustment will consist of an approximate 14% increase to range maximums and an approximate 6% increase to range minimums. As of September 1, the proposal is pending approval by the Governor. If approved, the Governor will set the effective date.

Personnel Management Unit Update

Interview assistance is available to all interviewing supervisors Stephanie Ortis, HR Manager, provides hands-on assistance in developing structured interview questions and applicant evaluation criteria. She's also available to conduct on-site evaluations of actual interviews to further enhance that process. For assistance, contact Stephanie at (225) 379-1289.

"Ask HR" This on-line feature is available to any employee who wishes to submit employment-related questions to the HQ Human Resources Section. Questions received are promptly addressed by HR staff and are used to enhance our "Frequently Asked Questions" (FAQs) web page. Please note that when submitting questions, your name and e-mail address are required.